



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: ACCOUNTANT (*Provisional Appointment)
SALARY: \$33,272 - \$42,801 annually
LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is a professional accounting position responsible for maintenance of accounting records and preparation of financial reports and analyses. Work is performed using an automated or manual accounting system. This title is distinguished from Senior Accountant in that design, modification or implementation of accounting systems is not performed. The employee reports directly to and works under the general supervision of a higher level staff member. General supervision may be exercised over a small number of clerical employees. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Master's degree in Accounting; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Economics, Finance, or Business Administration, that included a minimum of fifteen (15) semester credit hours, in accounting, PLUS one (1) year paid full-time or its part-time equivalent professional** experience in auditing or accounting**; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting, PLUS two (2) years of full-time or its part-time equivalent paid experience in auditing or accounting**; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

**Professional experience in auditing or accounting shall not include account keeping, bookkeeping, or other clerical financial or record keeping activities

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:	Monroe County Department of Human Services 111 Westfall Road - Human Resources Rm:752B Rochester, NY 14620
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Posting Date: September 27, 2012

Posting Deadline: October 12, 2012

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer